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# Acquisition Hour:

## ESRS Individual Subcontractor Reporting (ISR) Basics

March 8 | 1:00 – 2:00 pm  
Presented by Kim Garber, WPI

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# Webinar Etiquette

## PLEASE

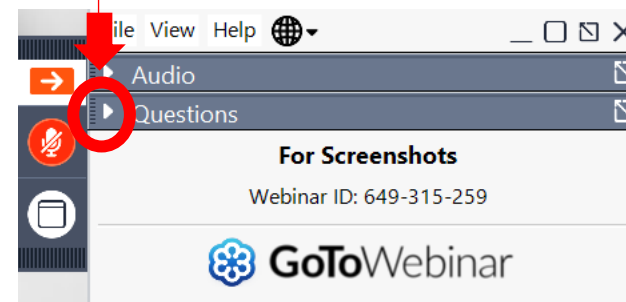
- Log into the GoToWebinar session with the name that you registered with online
- Place your phone or computer on MUTE
- Use the QUESTIONS option to ask your question(s).
  - We will share the questions with our guest speaker who will respond to the group

## THANK YOU!



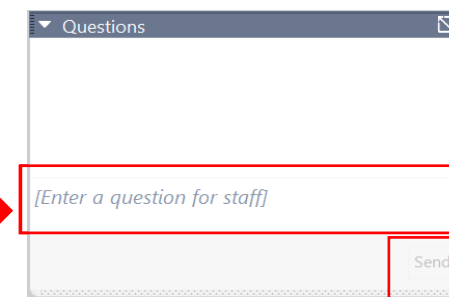
## OPENING THE QUESTIONS BOX

Click here to access  
within the Control Panel



## USING THE QUESTIONS BOX

Type questions  
here at any time  
during a  
presentation



Click Send when ready to submit a question



### **WPI is Wisconsin's APEX ACCELERATOR**

The APEX Accelerators program, under management of the Department of Defense (DOD) Office of Small Business Programs (OSBP), plays a critical role in the Department's efforts to identify and engage with a wide range of businesses entering and participating in the defense supply-chain. The program provides the education and training that all businesses need to participate to become capable of participating in DOD and other government contracts.

### **WPI provides services to all of Wisconsin's 72 counties**

- Individual counseling at our offices, client's facility or virtually
- Small group training – webinars and workshops
- Conferences including one on one buyer meetings – Marketplace, The Contracting Academy, Small Business Academy, Wisconsin Federal Contractor Forum, Acquisition Hour, Cyber Fridays, DOD Roadmap series, Government Opportunities Business Conference, End of Year Federal Contractor Update, Annual DOD Contract Management Update, Evening FAR sessions and more.....

[www.wispro.org](http://www.wispro.org)

# WPI OFFICE LOCATIONS

## ■ MILWAUKEE

- *Technology Innovation Center*

## ■ MADISON

- *FEED Kitchens*
- *Dane County Latino Chamber of Commerce*
- *Wisconsin Manufacturing Extension Partnership (WMEP)*
- *Madison Area Technical College (MATC)*

## ■ ASHLAND

- *Ashland Area Development Corporation*

## ■ CAMP DOUGLAS

- *Juneau County Economic Development Corporation (JCEDC)*

## ■ EAU CLAIRE

- *Western Dairyland*

## ■ FOND DU LAC

- *Envision Greater Fond du Lac*

## ■ GREEN BAY

- *NWTC Startup Hub*

## ■ LACROSSE

- *Veterans in Professions*

## ■ MANITOWOC

- *Progress Lakeshore*

## ■ OSHKOSH

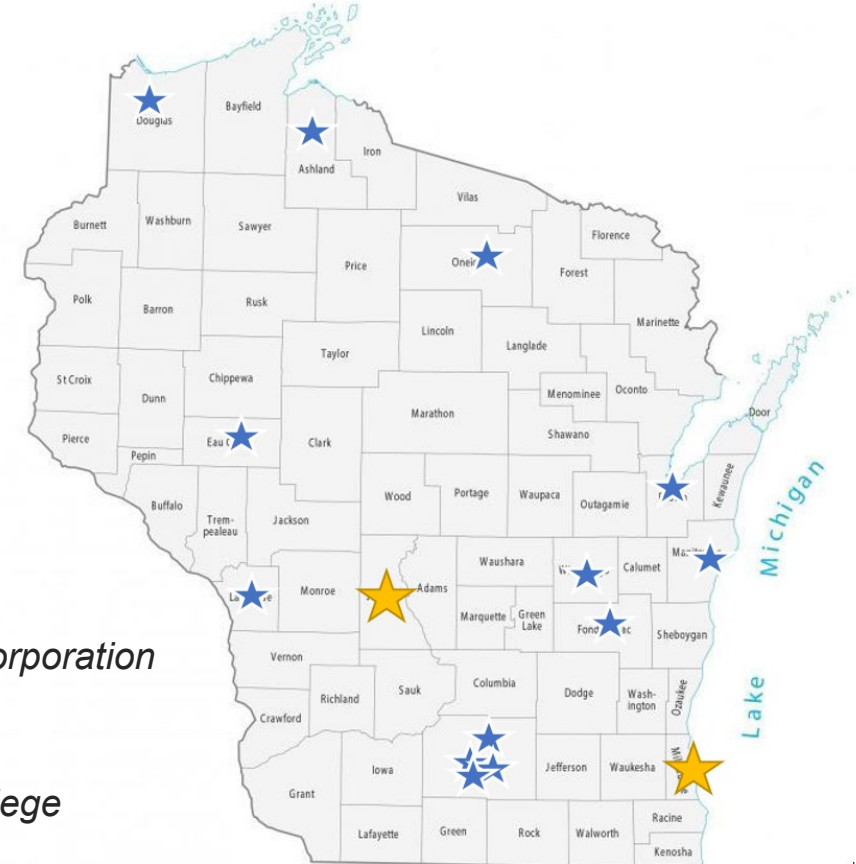
- *Greater Oshkosh Economic Development Corporation*

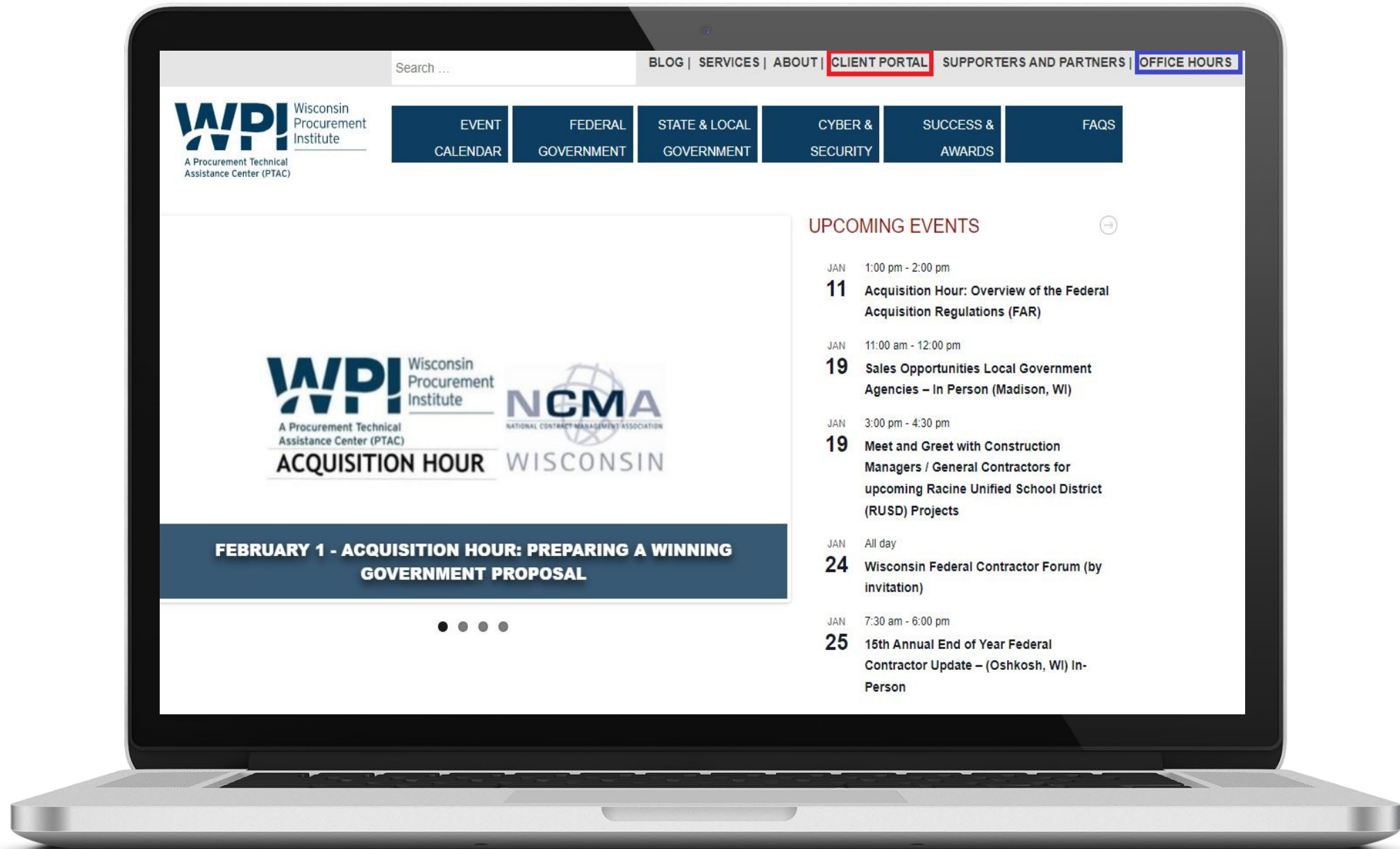
## ■ RHINELANDER

- *Nicolet Area Technical College*

## ■ SUPERIOR

- *Small Business Dev Center;  
UW Superior*





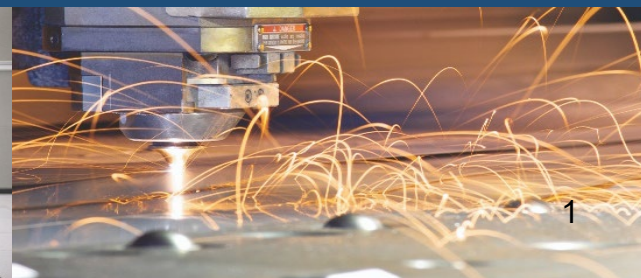




Wisconsin  
Procurement  
Institute

A Procurement Technical  
Assistance Center (PTAC)

# Acquisition hour: eSRS Individual Subcontractor Reporting (ISR) Basics March 1, 2017



# Webinar Etiquette



- Please
  - When logging into go-to-meeting, enter the name that you have registered with
  - Put your phone or computer on mute
  - Use the Chat option to ask your question(s): We will read them and our guest speaker will provide an answer to the group
- Thank you!

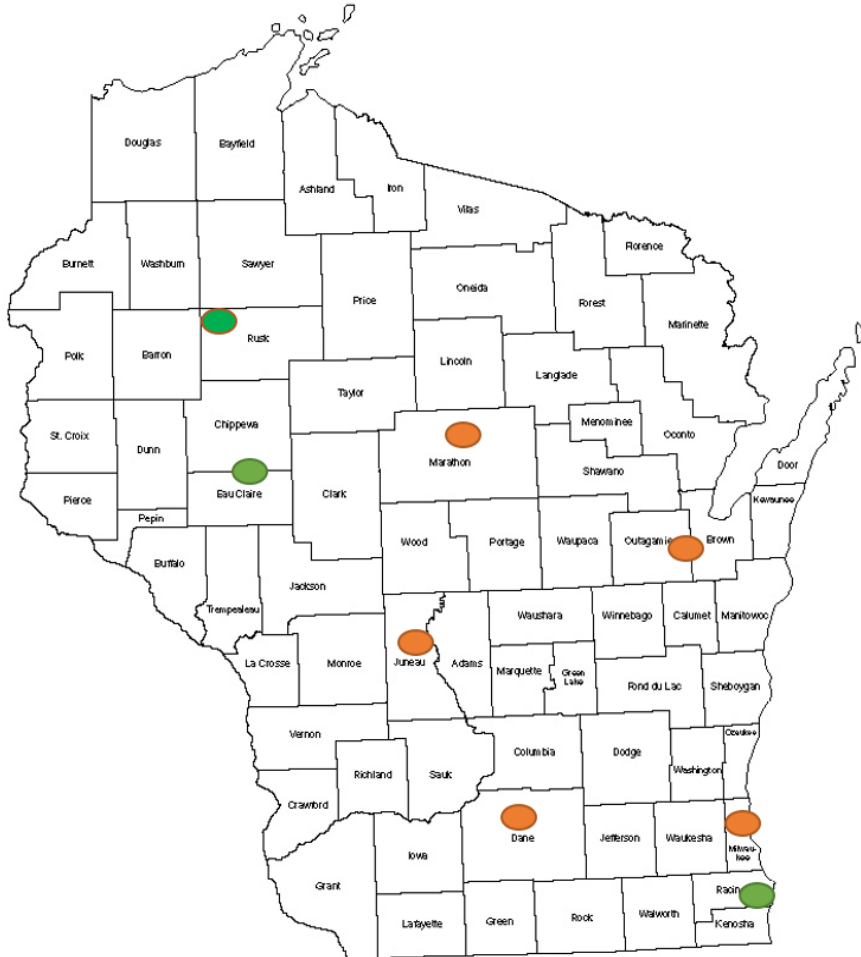




# ABOUT WPI

## Supporting the Mission

Assist businesses in creating, development  
and growing their sales, revenue and jobs  
through Federal, state and local government  
contracts.



## LOCATIONS:

- *Primary office* – **Milwaukee** - Technology Innovation Center
- *Staffed Satellite offices*
  - Madison** (FEED – Food Enterprise & Economic Development / MEC – Madison Enterprise Center)
  - Camp Douglas** (Juneau County Economic Development Corporation)
  - Wausau** (Wausau Region Chamber of Commerce)
  - Appleton** (Fox Valley Technical College)
- *Active Partnerships*
  - Racine** – LaunchBox
  - Eau Claire** - Western Dairyland
  - Ladysmith** – Indianhead Community Action



# ACQUISITION HOUR: ESRS SUBCONTRACTOR REPORTING BASICS

March 1, 2017

*Presented by the Wisconsin Procurement Institute*



## MY ACCOUNT

Hello benjaminb (not benjaminb? [Sign out](#)).

FROM OUR EXECUTIVE DIRECTOR

EVENT PRESENTATIONS

NEWSLETTER ARCHIVE

CURRENT OPPORTUNITIES

### Current Opportunities [View All](#)

#### 1. [SBA Seeks Funding Proposals from Non-Profits and Local Institutions to Provide Entrepreneurship Training for Service Members, Military Spouses and Veterans - January 18, 2017](#)

WASHINGTON – The U.S. Small Business Administration (SBA) is inviting funding proposals from non-profit organizations, state, local and tribal government agencies, and institutions of higher learning to provide "Boots to Business" entrepreneurship training to service members, military spouses, and veterans.

#### 2. [Chicago Secures \\$1 Billion in Federal Grant Funding for Rail Upgrades - January 10, 2017](#)

Chicago's Transit Authority will receive nearly \$1.1 billion in federal grant funding to help pay for upgrades meant to expand rail capacity on the north side of the city, officials said Monday.

The money will go toward roughly \$2.1 billion of planned work on the city's Red and Purple "L" lines. This will include improvements to track, stations, power and signal systems, and the purchase of 32 new railcars, according to the Federal Transit Administration.

#### 3. [Secure That Smart Toaster and Win \\$3,000- January 4, 2017](#)

The Federal Trade Commission is offering up to \$25,000 in prize money for applications or tools that help people protect their smart home devices from hackers, according to a Federal Register notice.

The competition, which will announce winners in July, comes as the internet is creeping into more and more household devices ranging from baby monitors to toasters.

These internet-of-things devices are often less secure than traditional internet-connected devices such as laptops and smartphones. It's also often more difficult to update the software in these devices to patch vulnerabilities, making



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**Providing expert technical  
assistance to  
FEDERAL, STATE and LOCAL  
GOVERNMENT  
Contractors  
And Subcontractors**

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**A Procurement Technical  
Assistance Center (PTAC)  
Serving the Wisconsin Business  
Community**

Wisconsin Procurement Institute

**WPI Offices located at:**

**Milwaukee County Research Park**

10437 Innovation Drive, Suite 320

Milwaukee, WI 53226

414-270-3600 FAX: 414-270-3610

**Juneau County Economic Development Corp.**

122 Main St - Camp Douglas, WI 54618

608-427-2455 FAX: 608-427-2086

**Western Dairyland EOC, Inc.**

418 Wisconsin St. - Eau Claire WI 54703

608-427-2455 FAX: 608-427-2086

**Fox Valley Technical College – DJ Bordini Center**

5 Systems Drive – Appleton WI 54912

920-840-3771 FAX: 414-270-3610

**Racine County Economic Development Corporation – Launch Box**

141 Main Street, Suite 2, Racine, WI 53403

414-270-3600 FAX: 414-270-3610

**Madison Enterprise Center**

100 S. Baldwin St., Madison, WI 53703

608-444-0047 FAX: 414-270-3610

**Food Enterprise & Economic Development (FEED)**

1219 N. Sherman Ave., Madison, WI 53704

608-444-0047 FAX: 414-270-3610

**Wausau Region Chamber of Commerce**

200 Washington Street, Wausau, WI 54403

920-456-9990 FAX: 414-270-3610

**[www.wispro.org](http://www.wispro.org) - [info@wispro.org](mailto:info@wispro.org)**

## SOCIETY OF AMERICAN MILITARY ENGINEERS (SAME) MIDWEST SMALL BUSINESS EXPO – MARCH 9TH AND 10TH, NORTHBROOK, IL



### UPCOMING EVENTS



FEBRUARY 23 2016  
ACQUISITION HOUR - FLOW-DOWN CLAUSES -  
MANAGEMENT AND RESPONSIBILITIES FOR FEDERAL  
CONTRACTORS

FEBRUARY 24 2016  
ACQUISITION HOUR - ESRS INDIVIDUAL  
SUBCONTRACTOR REPORTING (ISR) BASICS  
WEBINAR »

FEBRUARY 25 2016  
USFS FOREST PRODUCTS LABORATORY AND  
NORTHERN RESEARCH STATION INDUSTRY DAY  
MADISON »

MARCH 2 2016  
INCREASING ACCESS TO GOVERNMENT  
OPPORTUNITIES: HUBZONE SMALL BUSINESS  
PROGRAM  
MILWAUKEE »

MARCH 9 2016  
SOCIETY OF AMERICAN MILITARY ENGINEERS (SAME)  
MIDWEST SMALL BUSINESS EXPO  
NORTHBROOK, IL »

### CURRENT OPPORTUNITIES (14)



#### GET STARTED WITH THE BASICS

Questions & answers on how to get started.

GET STARTED

#### SIGN-UP FOR OUR NEWSLETTER

Stay up-to-date with the latest WPI news.

SIGN UP

#### HAVE A QUESTION? WE'RE HERE TO HELP.

One of our staff of experts is available to answer your  
questions.

GET HELP

WISCONSIN PROCUREMENT INSTITUTE  
10437 INNOVATION DR., SUITE 320  
MILWAUKEE, WI 53226

P: 414-270-3800  
F: 414-270-3810  
INFO@WISPRO.ORG  
WISPRO.ORG



CONTACT US  
CLIENT CONSENT FORM  
NEWSLETTER SIGNUP  
TERMS OF USE  
PRIVACY POLICY  
LEGAL DISCLAIMER

## GET STARTED WITH THE BASICS

Questions & answers on how to get started.

**GET STARTED**

## SIGN-UP FOR OUR NEWSLETTER

Stay up-to-date with the latest WPI news.

**SIGN UP**

## HAVE A QUESTION? WE'RE HERE TO HELP.

One of our staff of experts is available to answer your questions.

**GET HELP**

## SERVICES OFFERED BY WPI

- FREE Bid Matching Services
- Individual Counseling and Assistance
- Locating Local, State and Federal Opportunities
- Government Market Strategy Development
- Training in use of Government websites and tools
- Assistance with System for Award Management (SAM) Registration
- Assisting in Market Research Process
- Development of Market Profile
- Small Business Subcontracting Plans-Development, Outreach and Reporting
- Small Group Training
- Outreach and training with Local, State and Federal agencies
- Assist with Pre and Post Award Functions
- Assistance with Agency Specific Contracting Requirements
- Assistance with Contracting Regulations and Requirements, including FAR, DFAR, CFR
- Assistance with GSA Schedule Preparation and Administration
- Assistance with Local, State and Federal Certifications, including:
  - Service Disabled & Veteran Owned Small Business, HUBZone, Woman Owned Small Business, 8(a) Business Development Program
  - State
  - Local
  - DBE
- Bid Review and Submission Assistance
- Proposal and Assistance, Review and Submission Assistance
- Capabilities Statement and Related Government Marketing Material Development
- Assistance in Locating and Developing Teaming Partners and Subcontractors
- Updated Government Market Information

Wisconsin Procurement Institute  
10437 Innovation Dr., Suite 320  
Milwaukee, WI 53226  
Telephone 414-270-3600  
FAX 414-270-3610

[www.wispro.org](http://www.wispro.org)  
Executive Director – Aina Vilumsons  
[info@wispro.org](mailto:info@wispro.org)



# What will we cover today

- Understanding What are Commercial SSR and an Individual Subcontract Report (ISR) and Summary Subcontract Report (SSR)
- Registering to use the system
- Preparation prior to filing
- Going through the process
- Terms to understand
- What to include and not to include and common mistakes

# When is an ISR required

- Prime/Subcontractor: (a) holds one or more contracts over \$700,000 (over \$1,500,000 for construction of a public facility); and (b) is required to report subcontracts awarded to Small Business (SB), Small Disadvantaged Business (SDB), Women-Owned Small Business (WOSB), HUBZone Small Business (HUBZone SB), Veteran-Owned Small Business (VOSB), Service-Disabled Veteran-Owned Small Business (SDVOSB), Alaskan Native Corporations (ANC) and Indian Tribes concerns under a subcontracting plan with the Federal Government.
- Must be entered 30 days after the reporting period.
- Prime contractors & higher tier LB subcontractors are required to review, and accept and/or reject the LB subcontractor's ISR's in eSRS.
- Only report actual subcontracting \$ from the inception of the contract to the end of the reporting period. Not Good Faith estimates!
- Report Subcontracting data only – not sales data.

# eSRS.gov

## Electronic Subcontracting Reporting System



Home

**Log-In or Register Now:**

 [GOVERNMENT](#)  [CONTRACTORS](#)

**Important Password Update** - Users and Interfacing Systems must reset their passwords as required every 90 days or the account will be disabled IAW GSA IT Security Policy, (CIO P 2100.1). Registered users will receive an email notification to remind them of this requirement. If your account has been disabled, contact the Federal Service Desk at [866-606-8220](tel:866-606-8220) (Monday - Friday 8 a.m. to 8 p.m. ET).

**Documents**

**User Guides**

- » [eSRS Contractor Guide](#)
- » [eSRS Agency Coordinator Guide](#)
- » [eSRS CO Guide](#)
- » [eSRS POC Guide](#)
- » [eSRS DGU Guide](#)

**Training Materials**

- » [Quick Reference Guides](#)
- » [Webinars](#)

**Sample Reports**


- » [Sample ISR](#)
- » [Sample ISR Step by Step](#)
- » [Sample SSR](#)


# Returning User or New Registration

← → ↻ <https://esrs.symlicity.com/index?>

**eSRS**  
FOR CONTRACTORS

Integrated Acquisition Environment  
Electronic Subcontracting Reporting System





 login Tuesday, September 8, 2015 | 9:59 am

 returning contractors: login


Email:


Password:

 [Forgot Password](#)

 new contractors: register

Register for a new account

 [Registration instructions for Contractors](#)

 [Contractor User Guide](#)

[Not a contractor user? Click here.](#)

[For Help: Federal Service Desk](#) [Turn Accessibility Mode On](#) [Contractor User Guide](#) [Registration Instructions for Contractors](#) [SSR for Individual Pl](#)  
[SDB Participation Report](#) [SDB Year End Report](#) [Generating Reports](#) [SDB Participation Report](#) [SDB Year End Report](#) [Generating Reports](#) [Contr](#)  
[Summary Subcontract Report \(SSR - Individual\)](#)

Passwords are good for 90 days

New Passwords – must contain:

10-14 characters

Contain 2 of each

- Lower case letters
- Upper case letters
- Numbers
- Special characters



# Filing eSRS

**eSRS** Integrated Acquisition Environment  
Electronic Subcontracting Reporting System  
FOR CONTRACTORS

powered by simplicity

myESRS | **Profile** | Contract Worklist | File / Review Reports | Custom Reports

home

Wednesday, July 1, 2015 | 6:13 pm | zjohnson@symplicity.com | Log-in to eSRS | Logout

add contract to worklist

file ISR  
(FORMERLY SF-294)

file SSR  
(FORMERLY SF-295)

file year-end supplementary report  
(FOR SDBs)

file SDB participation report  
(FORMERLY OF-312)


alerts  
• No current alerts

announcements  
There are no announcements at this time.

Click here to open Individual Subcontracting Report

For Help: Federal Service Desk Turn Accessibility Mode On Contractor User Guide Registration Instructions for Contractors SSR for Individual Plan Prime Filing ISR SSR for Commercial Plan Subcontractor Filing ISR SDB Participation Report SDB Year End Report Generating Version 3.15

# Preparation before the reporting

 individual subcontract reports [Close](#)

# D [REDACTED] 5

[+ BACK TO LIST](#)

1

Instructions

2

3

4

5

6

7

8

Enter Contract #

Contract Details

Subcontracting Report

Subcontracting Report Conf'd

Subcontract Awards

Review

Submit Report

### Individual Subcontracting Reports

Please Note: the eSRS contains a number of new fields that did not exist on the paper forms. Although the eSRS will allow you to save a partially completed report, you will save time if you have the following information available when you enter your report data:

For Prime Contractors

- ☐ Your DUNS number as it appears on the contract
- ☐ Product and Service Description
- ☐ NAICS
- ☐ E-mail address of Federal Government Agency responsible for reviewing your report
- ☐ Current Contract Value
- ☐ Approved Small Business Individual Subcontracting Plan
- ☐ Be sure to keep a signed copy of the report on file

For Lower Tier Subcontractors

- ☐ The Prime contract number
- ☐ The Subcontract number
- ☐ The DUNS number of the contractor that awarded you the subcontract
- ☐ E-mail address of the contractor's employee who awarded you the contract and has the responsibility to review your subcontracting report
- ☐ Product and Service Description
- ☐ NAICS
- ☐ Approved Small Business Individual Subcontracting Plan
- ☐ Be sure to keep a signed copy of the report on file

[Help Desk](#) [Privacy Policy](#) [Contractor User Guide](#) [Registration Instructions for Contractors](#) Vers

# Getting Started – Entering the Contract for Report

## New Report

[+ BACK TO LIST](#)

- 1 Instructions
- 2 Enter Contract #
- 3 Contract Details
- 4 Subcontracting Report
- 5 Subcontracting Report Cont'd
- 6 Subcontract Awards
- 7 Review
- 8 Submit Report

Back

Cancel

continue

### Enter Prime Contract Number For Report

\* indicates a required field

Select Existing Contract:

If not found above, enter Prime Contract # (as it appears in FPDS-NG without any dashes):

If not found above, enter Prime Contract # (as it appears in FPDS-NG without any dashes):

Back

Cancel

continue

# Are you the Prime or the Subcontractor?

individual subcontract reports [Close Window](#)

# D [redacted] 5

[+ BACK TO LIST](#)

1 Instructions

2 Enter Contract #

3 **Contract Details**

Back Cancel Save Save & Continue

**Contract Details**

Contract Type\*:  
☒ prime ☐ sub

\* indicates a required field

**Prime Contract Info**

Number: D [redacted] 015

Agency: [redacted]



## individual subcontract reports

# D-15

[BACK TO LIST](#)

- 1 Instructions
- 2 Enter Contract #
- 3 Contract Details
- 4 Subcontracting Report
- 5 Subcontracting Report Cont'd
- 6 Subcontract Awards
- 7 Review
- 8 Submit Report

Save & Go Back

Cancel

Save

Save & Continue

### SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS

\* Indicates a required field

#### 1. DUNS #\*:

 help

04-88

#### 2. Verify Data\*:

If the data provided on this step from FPDS is correct, please choose "yes". Otherwise, choose "no" and contact your contracting officer to correct the problem.

☒ yes ☐ no

#### 3. Corporation, Company or Subdivision Covered:

 help

##### a. Vendor Name\*:

 help

CORPORATION

##### b. Vendor Physical Address\*:

 help

##### Street Address\*:

 help

##### City\*:

 help

##### State\*:

 help

(USA and Canada only)

Pennsylvania

##### Foreign Province:

##### Zip+4\*:

 help

18407

##### Country:

 help

c. Vendor Mailing Address\*:

Street Address\*:

[help](#)

PO Box:

ST

City\*:

[help](#)

C:

State\*:

[help](#)

(USA and Canada only)

Pennsylvania

Foreign Province:

Zip+4\*:

[help](#)

5

Country:

[help](#)

United States

4. Agency Awarding Contract\*:

DEPT OF DEFENSE (9700)

5. Contracting Office Agency ID\*:

2

6. Contracting Office Agency Name:

DEPT OF

7. Contracting Office ID:

W

8. Contracting Office Name:

N

9. Prime Contract Number\*:

D

10. Product/Service Code:

8465

11. Current Contract Value:

12. Ultimate Contract Value\*:

2

13. Is your contract administered by an office other than the Contracting Office that awarded the contract?:

☐ yes ☒ no

## individual subcontract reports

# D 15

[BACK TO LIST](#)

- 1 Instructions
- 2 Enter Contract #
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- 4 Subcontracting Report
- 5 Subcontracting Report Cont'd
- 6 Subcontract Awards
- 7 Review
- 8 Submit Report

Save & Go Back

Cancel

Save

Save & Continue

### SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS CONT'D

\* indicates a required field

#### 1. Contact Information\*:

#### 2. Reporting Period From Inception of Contract Thru\*:

[help](#)

☐ Mar 31 ☐ Sept 30

a. Year\*:

[help](#)

#### 3. Type of Report\*:

☒ regular

☐ final

#### 4. Agency Awarding Contract\*:

RDECOM (RDECOM)

#### 5. Report Submitted As\*:

prime contractor

Save & Go Back

Cancel

#### Reporting Periods:

For Non Department of Defense (DOD), National Aeronautics and Space Administration (NASA) and General Service Administration (GSA) Contracts report annual submission on the Federal Government's fiscal year

**1st reporting period Oct 1-March 31**

**2nd reporting period Oct 1-Sept 30**

For contracts with DoD, NASA and GSA Multiple Award Schedule Contracts report semi-annually on the Federal Government's fiscal year:

**1st reporting period October 1st thru March 31<sup>st</sup>**

**2nd reporting period October 1st thru September 30<sup>th</sup>**

For General Service Administration (GSA) non-Multiple Award Scheduled Contracts, report quarterly on the Federal Government's fiscal year

**1st reporting period Oct 1-Dec 31**

**2nd reporting period Oct 1-March 31**

**3rd reporting period Oct 1-Jun 30**

**4th reporting period Oct 1-Sept 30**

# Entering the Dollars

# D 15

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- 1 Instructions
- 2 Enter Contract #
- 3 Contract Details
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- 5 Subcontracting Report Cont'd
- 6 Subcontract Awards
- 7 Review
- 8 Submit Report

Save & Go Back Cancel Save Save & Continue

## SUBCONTRACT AWARDS

\* indicates a required field

1. Dollars and Percentages in the Following Blocks\*:

[help](#)

- ☐ Includes Indirect Dollars - If the approved Individual Subcontracting Plan indicates that Indirect Subcontracts were included in the dollars and percentage goals.
- ☐ Does Not Include Indirect Dollars - If the approved Individual Subcontracting Plan did not indicate that Indirect Subcontracts were included in the dollars and percentage goals?

[help](#)

	Current Goal:			Actual Cumulative:		
	Whole Dollars	Percentage of Total Subcontract Awards	Percentage of Total Contract Value	Whole Dollars	Percentage of Total Subcontract Awards	Percentage of Current Contract Value
2a. SMALL BUSINESS CONCERNS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
2b. LARGE BUSINESS CONCERNS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
2c. TOTAL	<input type="text"/>	100	<input type="text"/>		100	

Current Goal:				Actual Cumulative:		
	Whole Dollars	Percentage of Total Subcontract Awards	Percentage of Total Contract Value	Whole Dollars	Percentage of Total Subcontract Awards	Percentage of Current Contract Value
<b>2a. SMALL BUSINESS CONCERNS</b>	840,131	10	0	4,251,914	14.1	4.5
<b>2b. LARGE BUSINESS CONCERNS</b>	7,561,180	0	0	25,991,402	85.9	27.5
<b>2c. TOTAL</b>	8,401,311	100	0	30,243,316		

	Current Goal:			Actual Cumulative:		
	Whole Dollars	Percentage of Total Subcontract Awards	Percentage of Total Contract Value	Whole Dollars	Percentage of Total Subcontract Awards	Percentage of Current Contract Value
3. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS	18,439,078	89.08299926	0	27,595,682	92.0	16.2
4. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS	909,684	4.394871539	0	2,847,800	9.5	1.7
5. HISTORICALLY BLACK COLLEGES						

	Current Goal:			Actual Cumulative:		
	Whole Dollars	Percentage of Total Subcontract Awards	Percentage of Total Contract Value	Whole Dollars	Percentage of Total Subcontract Awards	Percentage of Current Contract Value
6. HUBZone SMALL BUSINESS (HUBZone SB) CONCERNS	0	0	0	1,854,370	6.2	1.1
7. VETERAN-OWNED SMALL BUSINESS CONCERNS	0	0	0	25,194,691	84.0	14.8
8. SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS	0	0	0	0	0	24 0



# \*Remarks are important\*

<b>9. ALASKA NATIVE CORPORATIONS (ANCs) AND INDIAN TRIBES THAT HAVE NOT BEEN CERTIFIED BY THE SMALL BUSINESS ADMINISTRATION AS SMALL DISADVANTAGED BUSINESSES</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<b>10. ALASKA NATIVE CORPORATIONS (ANCs) AND INDIAN TRIBES THAT ARE NOT SMALL BUSINESSES</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

**11. Which method do you use to collect subcontracting data for this report?\***

[? help](#)

- ☐ payment basis  
☐ commitment basis  
☐ other

**12. Certification\***

This is a testament that the data being submitted on the report is accurate and that the dollars and percentages reported do not include lower tier subcontracts (except as set forth for ANC and Indian Tribes for more information visit <http://www.acnet.gov/far/facframe.html> see FAC 05-019). If "No" is selected the report will be "Rejected"

- ☐ Yes ☐ No

**13. Remarks:**

[? help](#)

If you entered (0) zero in the small business section of this report or failed to meet the dollar or percentage goals in the Individual Subcontracting Plan, use this section to explain the reason for any shortfalls and your future plan of action. You may also enter explanations and/or comments you think will be helpful to the Government official who reviews this report.

# Almost done...

## 14. Contractor's Subcontracting Plan Administrator:

 help

This is the name and contact information of the Contractor's employee who is responsible for ensuring the contractor's compliance with its subcontracting plan.

### a. Contractor's Official who Administers this Subcontracting Plan\*:

 help

### b. Phone Number of Individual who Administers this Subcontracting Plan:

### c. E-mail address of Individual who Administers this Subcontracting Plan:

## 15. Please enter the email address of the Government employee(s) and/or other person(s) to be notified that you have submitted this report.\*:

 help

By listing an e-mail address, a notification will be sent to listed parties advising them that a subcontracting report has been submitted in eSRS for the Government's review. The Federal Government Agency will not be notified via email unless you enter a notification e-mail address.

Save & Go Back

Cancel

Save

Save & Continue

# Printing & Submitting

# D. 15

[+ BACK TO LIST](#)

1 Instructions

2 Enter Contract #

3 Contract Details

4 Subcontracting Report

5 Subcontracting Report Cont'd

6 Subcontract Awards

7 Review

8 Submit Report

[View Printable Report](#)

[Save PDF](#)

## SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS

1. DUNS #:

[? help](#)

0

2. Verify Data:

yes

3. Corporation, Company or Subdivision Covered:

[? help](#)

a. Vendor Name:

[? help](#)

CORPORATION

b. Vendor Physical Address:

[? help](#)

Street Address:

[? help](#)

32 ST

[+ BACK TO LIST](#)

1 Instructions

2 Enter Contract #

3 Contract Details

4 Subcontracting Report

5 Subcontracting Report Cont'd

6 Subcontract Awards

7 Review

8 Submit Report

## Submit Report



### Submission Instructions

Please click **submit** to submit your report for review. Once the report is approved or rejected, you will receive an email notification about how to proceed.

[cancel](#)

[back](#)

[submit](#)

# What do the “Terms” mean?

- Pending – Report has been submitted and awaiting review by the Agency that awarded the contract.
- Accepted – The report has been reviewed by the agency and found with no issues.
- Reopened – The report was previously Accepted by the agency, however, after further review the agency found issues that require clarification/correction.
- Rejected – The report was reviewed by the agency and is found with errors. Once the report concerns have been addressed the agency will Accept receipt of the data. Example – Your report states the sales to this agency is \$20,000. The ISR does not collect sales data, OR the ISR goals you entered do not match the approved IS plan goals in your plan.
- These reports will appear in your “Alerts” box.

# Other important details

- Exclude subcontracts performed outside the U.S. & purchases from a corporation, company, or subdivision that is an affiliate of the Prime/subcontractor.
- A pro-rated portion of indirect subcontracts shall NOT be included on the reports unless agreed upon in your approved ISR Plan.
- Keep a signed copy of the report on file – for audits.
- Per 13 Code of CFR 121.404 (3) & 121.410, you must have a supporting written size self-certification for every small business you are counting in the small business and socioeconomic section of this report at the time you submit your proposal. If not, you must count them as a LB. Do not retroactively apply small business subcontracting accomplishments.
- The contractor shall validate a firm is HUBZone certified in the SBA Dynamic SB search.



# ISR & SSR – What's the difference

Individual Subcontracting Report (ISR)	Summary Subcontracting Report (SSR) Individual Plans	Summary Subcontracting Report (SSR) - Commercial
Specific to one contract	Summary required from each prime contractor and subcontractor with at least 1 contract supporting DOD which includes an Individual Subcontracting Plan	Required annually from each prime contractor with a Commercial Subcontracting Plan that applies to entire production of commercial items sold by either the entire company or a division/plant/product line
Required for each contract containing an Individual Subcontracting Plan	Submit one SSR based on government fiscal year to: <ul style="list-style-type: none"><li>• Department/Agency that administers majority of subcontracting plans; or</li><li>• Each Department/Agency that awards construction and related maintenance repair contracts</li></ul>	Includes all subcontracting under federal government contracts and non-government contracts
Not required for Commercial or DOD Comprehensive Subcontracting Plan (CSP)		Identifies % of total subcontracting \$ attributable to each federal agency that awarded contracts using the Commercial Subcontracting Plan <sup>30</sup>



# SSR - Summary Subcontract Reports

The screenshot displays the eSRS (Electronic Subcontracting Reporting System) interface for contractors. The header includes the eSRS logo and the text "Integrated Acquisition Environment Electronic Subcontracting Reporting System". The navigation bar shows "myESRS | Profile | Contract Worklist | File / Review Reports | Custom Reports". The "contract worklist" section is active, showing a search filter and a table of contracts. A dropdown menu is open under "File / Review Reports", highlighting "Summary Subcontract Reports".

**Search Filters**

Keywords:

**File / Review Reports**

- Individual Subcontract Reports
- Summary Subcontract Reports**
- Year-End Supplementary Report for SDBs
- SDB Participation Report (Form 312)
- Batch Upload Reports

**contract worklist**

Wednesday, July 1, 2015 | 6:18 pm | zjohnson@symplicity.com | [Log in to ESRS](#) | [Logout](#)

**Search Filters**

Keywords:

**Search For And Add Contract To Worklist** Items 1-1 of 1

Contract #	Agency	Contract Type	Options
00000199011DCLAH0001D0003	DEFENSE LOGISTICS AGENCY	sub	<a href="#">Remove</a> <a href="#">My ISRs</a>

**Search For And Add Contract To Worklist** Items 1-1 of 1

[Previous](#) | [Jump](#) 1 | [Next](#)

[For Help: Federal Service Desk](#) [Turn Accessibility Mode On](#) [Contractor User Guide](#) [Registration Instructions for Contractors](#) [SSR for Individual Plan](#) [Prime Filing ISR](#) [SSR for Commercial Plan](#) [Subcontractor Filing ISR](#) [SDB Participation Report](#) [SDB Year End Report](#) [Generating Reports](#) [Contractor Submitting an Individual Subcontract Report \(ISR\)](#) [Contractor Submitting an Summary Subcontract Report \(SSR - Individual\)](#)

Version 3.4

# Summary Subcontract Report Existing Reports

powered by simplicity

**eSRS** Integrated Acquisition Environment  
Electronic Subcontracting Reporting System  
FOR CONTRACTORS

myESRS | Profile | Contract Worklist | **File / Review Reports** | Custom Reports |

summary subcontract reports

Wednesday, July 1, 2015 | 6:18 pm | zjohnson@simplicity.com | [Log in to ESRS](#) | [Logout](#)

Open Pending Closed All ? help

Search Filters

Add New

No records found.

DRT = Draft PEN = Pending REV = Revised ACC = Accepted REJ = Rejected RPN = Reopened

For Help: [Federal Service Desk](#) [Turn Accessibility Mode On](#) [Contractor User Guide](#) [Registration Instructions for Contractors](#) [SSR for Individual Plan](#) [Prime Filing ISR](#) [SSR for Commercial Plan](#) [Subcontractor Filing ISR](#) [SDB Participation Report](#) [SDB Year End Report](#) [Generating](#) Version 3.4  
[Reports](#) [Contractor Submitting an Individual Subcontract Report \(ISR\)](#) [Contractor Submitting an Summary Subcontract Report \(SSR - Individual\)](#)

# Summary Subcontract Report New Reports

**eSRS** Integrated Acquisition Environment  
FOR GOVERNMENT Electronic Subcontracting Reporting System

powered by sympathy

E-GOV USA.gov

angela

Core Account Login As help

myESRS | Profile | Contract Worklist | **File / Review Reports** | Custom Reports

[summary subcontract reports](#) [\[show in a separate window\]](#)

### New Report

[+ BACK TO LIST](#)

- 1 Instructions
- 2 Subcontracting Report**
- 3 Subcontract Awards
- 4 Review
- 5 Submit Report

**SUMMARY SUBCONTRACT REPORT** \* indicates a required field

1. Type of Plan\*:  
help  
☐ individual ☐ commercial

2. DUNS #\*:  
help  
 [Auto-Fill Company Info From Duns](#)

3. Corporation, Company or Subdivision Covered:  
help  
a. Vendor Name\*:  
help  
  
b. Vendor Physical Address:  
help  
Street Address\*:

**Progress**

- ✗ Subcontract Report
- ✗ Type of Plan
- ✗ DUNS #
- ✗ Vendor Name
- ✗ Vendor Physical Address
- ✗ Vendor Mailing Address
- ✗ Date Submitted
- ✓ Contact Information
- ✗ Agency to which the report is being submitted
- ✗ Report Submitted As
- ✗ Product or Service #1
- ✓ Product or Service #2
- ✗ Subcontract

If auto fill info is incorrect – make note in the remarks section and notify CO.

# Summary Subcontract Report cont.

## 5. Contact Information\*:

 help


## 6. Reporting Period\*:

 help

☐ Oct 1 - Mar 31 ☐ Oct 1 - Sept 30

### a. Year\*:

 help

2008 

## 7. Agency to which the report is being submitted\*:



## 8. Report Submitted As\*:

 help

- ☐ prime contractor  
☐ subcontractor  
☐ both

## 9. Contractor's Major Products or Service Lines:

 help

This reflects the description of the two major products and/or services, and the NAICS codes for the product/services lines under the approved subcontracting plan that the contractor provides to the agency for which this report is being submitted to.

### a. Product or Service #1\*:

 help

### i. NAICS Code # 1\*:

# Cumulative Fiscal Year Subcontract Award

	Whole Dollars	Percent
1a. SMALL BUSINESS CONCERNS	0 *	0
1c. LARGE BUSINESS CONCERNS	10350 *	100.0
1c. TOTAL	10350.0	

# Small Business Spend – Whole \$

<b>2. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS</b>	<input type="text"/>	
<b>3. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS</b>	<input type="text"/>	

Clicking 'Save' or 'Save and Continue,' will save your report and allow you to leave and continue your report later.

Click 'Save and Continue' to save information on the current page and go to the next page of the form.

<b>4. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) AND MINORITY INSTITUTIONS (MI)</b>	<input type="text"/>	
<b>5. HUBZone SMALL BUSINESS (HUBZone SB) CONCERNS</b>	<input type="text"/>	
<b>6. VETERAN-OWNED SMALL BUSINESS CONCERNS</b>	<input type="text"/>	
<b>7. SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS</b>	<input type="text"/>	
<b>8. ALASKA NATIVE CORPORATIONS (ANCs) AND INDIAN TRIBES THAT HAVE NOT BEEN CERTIFIED BY THE SMALL BUSINESS ADMINISTRATION AS SMALL DISADVANTAGED BUSINESSES</b>	<input type="text"/>	
<b>9. ALASKA NATIVE CORPORATIONS (ANCs) AND INDIAN TRIBES THAT ARE NOT SMALL BUSINESSES</b>	<input type="text"/>	

Click 'Save' if you want to save and stay on the current page.

Click 'Cancel' to leave and continue your report later from the point you last saved. If you have not yet saved the report, clicking cancel will simply return to the reports list.

If you receive an error notification:  
You can ignore errors and save your current information. You will be required to resolve all invalid form fields before you can review and submit your report.

Quickly skip to any page by clicking the steps in the left column.



# CEO Approval

## 12. Certification\*:

This is a testament that the data being submitted on the report is accurate and that the dollars and percentages reported do not include lower tier subcontracts (except as set forth for ANC and Indian Tribes for more information visit <http://www.arnet.gov/far/facframe.html> see FAC 05-019). If "No" is selected the report will be "Rejected"

☐ Yes ☐ No

## 13. Chief Executive Officer(CEO):

This is the full name and title of the CEO (if you do not use the title CEO this is the most Senior Executive in your organization) for the company submitting this report. **No delegation of authority is accepted.**

### a. Name\*:

### b. Title\*:

### c. Date\*:

select

clear

## 14. CEO Approval\*:

This is a self-certification that the individual whom is listed as the CEO on this report will sign a paper print-out of this report and keep it on file.

☐ Yes ☐ No

## 15. Please enter the email address of the Government employee(s) and/or other person(s) to be notified that you have submitted this report.\*:

By listing an e-mail address, a notification will be sent to listed

# Submitting the Report

[BACK TO LIST](#)

1 Instructions


2 Subcontracting Report

3 Subcontract Awards

4 Review

5 Submit Report

## Submit Report

 **Submission Instructions**

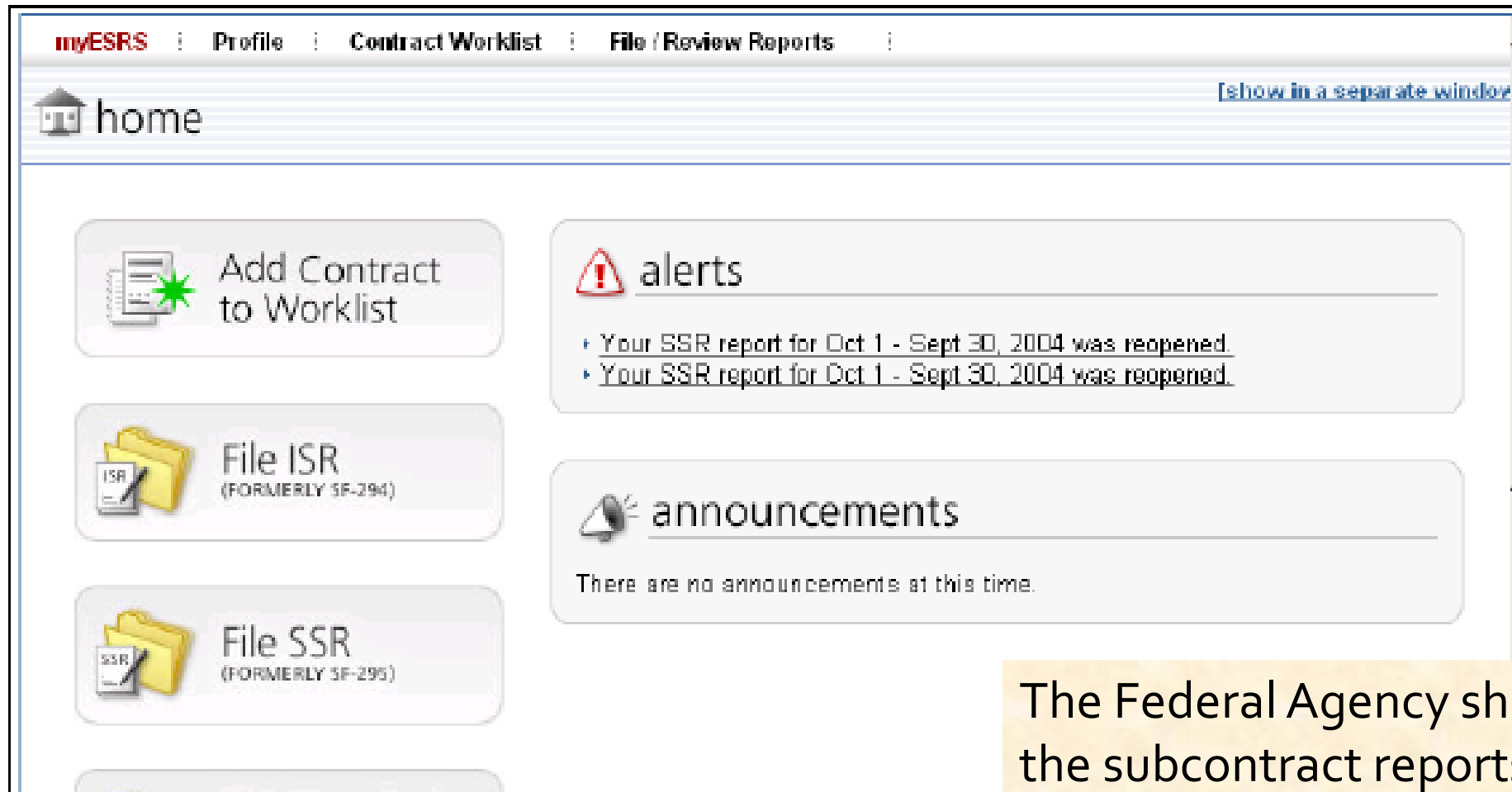
Please click **Submit** to submit your report for review. Once the report is approved or rejected, you will receive an email notification about how to proceed.

cancel

back

submit

# Alerts





The screenshot displays the myESRS web application interface. At the top, a navigation bar includes links for Profile, Contract Worklist, and File / Review Reports. Below the navigation bar, a 'home' button is visible. The main content area is divided into two columns. The left column contains three buttons: 'Add Contract to Worklist' (with a document icon and a green star), 'File ISR (FORMERLY SF-294)' (with a folder icon labeled ISR), and 'File SSR (FORMERLY SF-295)' (with a folder icon labeled SSR). The right column features an 'alerts' section with a red warning icon and a list of two alerts: 'Your SSR report for Oct 1 - Sept 30, 2004 was reopened.' and 'Your SSR report for Oct 1 - Sept 30, 2004 was reopened.' Below the alerts section is an 'announcements' section with a speaker icon and the text 'There are no announcements at this time.'


myESRS | Profile | Contract Worklist | File / Review Reports |


[\[show in a separate window\]](#)

home


 Add Contract to Worklist

 File ISR  
(FORMERLY SF-294)

 File SSR  
(FORMERLY SF-295)

 alerts

- Your SSR report for Oct 1 - Sept 30, 2004 was reopened.
- Your SSR report for Oct 1 - Sept 30, 2004 was reopened.

 announcements

There are no announcements at this time.

The Federal Agency should review the subcontract reports within 60 days of the contractor's submittal.

# Commercial Plan

- A Commercial Subcontracting Plan as defined in Federal Acquisition Regulation Subpart 19.701: “Commercial Subcontracting Plan” is a subcontracting plan (including goals) that covers the offeror’s fiscal year and that applies to the entire production of commercial items sold by either the entire company or a portion thereof (e.g., division, plant, or product line).”.
  - Example: Garber Pharmaceuticals Company. Garber’s is a company that provides commercial items (pharmaceuticals) to government and nongovernmental customers. Garber’s fiscal year is from February until January. Garber’s produces a company-wide subcontracting plan for products and services needed to resale, manufacture and/or distribute pharmaceuticals during the fiscal year. The products and services that Garber’s procures are used to produce pharmaceuticals used to fulfill orders for both its government and non-government customers. Garber’s allocates the overall percent of subcontracting dollars attributable to each customer (government and non-government) based on the products or services the customer purchases. Therefore, the percent of Garber’s subcontracting to the Federal Government in whole or for any agency should never be 100%, unless Garber’s only supplied pharmaceuticals to the Federal Government, in which case the product or service would not fit the definition of a “commercial item” as set forth in FAR 2.101. If that were the case, the government should not have approved a Commercial Subcontracting Plan for Garber’s Pharmaceuticals.

# Commercial Plan basic guidelines different than Individual Plans

- In eSRS, only one SSR for Commercial Subcontracting Plan is filed regardless of how many federal agencies you hold a contract with that require you to report subcontracting accomplishments under your approved Commercial Subcontracting Plan. eSRS allows you to allocate subcontracting accomplishments to each agency within one report by using the “percent (%) attributable field.”
- Subcontracting awards shall include both direct and indirect cost as set forth in your approved Commercial Subcontracting Plan.
- The subcontracting data reported should include subcontracts of all amounts to the degree that your commercial subcontracting plan covered (e.g., division, plant, or product line). The totals in this section represent the total amount of subcontract awards in whole dollars awarded for the items under the approved Commercial Subcontracting Plan.
  - These totals do not represent subcontracting dollars spent exclusively on government contracts.

# Recent Changes

- (1) Requiring prime contractors to make good faith efforts to utilize their proposed small business subcontractors during performance of a contract to the same degree the prime contractor relied on the small business in preparing and submitting its bid or proposal. To the extent a prime contractor is unable to make a good faith effort to utilize its small business subcontractors as described above, the prime contractor is required to explain, in writing, within 30 days of contract completion, to the contracting officer the reasons why it is unable to do so.
- (2) Authorizing contracting officers to calculate subcontracting goals in terms of total contract dollars in addition to the required goals in terms of total subcontracted dollars.
- (3) Providing contracting officers with the discretion to require a subcontracting plan in instances where a small business represents its size as an other than small business.
- (4) Requiring subcontracting plans even for modifications under the subcontracting plan threshold if said modifications would cause the contract to exceed the plan threshold.
- (5) Requiring prime contractors to assign North American Industry Classification System (NAICS) codes to subcontracts.
- (6) Restricting prime contractors from prohibiting a subcontractor from discussing payment or utilization matters with the contracting officer.
- (7) Requiring prime contractors to resubmit a corrected subcontracting report within 30 days of receiving the contracting officer's notice of report rejection.
- (8) Requiring prime contractors to provide the socioeconomic status of the subcontractor in the notification to unsuccessful offerors for subcontracts.
- (9) Requiring prime contracts with subcontracting plans on task and delivery order contracts to report order level subcontracting information after November 2017.
- (10) Funding agencies receiving small business subcontracting credit.
- (11) On indefinite-delivery, indefinite-quantity contracts, the contracting officer may establish subcontracting goals at the order level (but not a new subcontracting plan).



# Common Mistakes

- Block 2: Wrong or incomplete DUNS Number
- Block 6: Administering Activity. If you are reporting to NASA or Civilian Agencies, you will have to issue a SSR to those agencies. DCMA does not collect data for the Corps of Engineers – they have their own reporting mechanism.
- Block 7: Report on both subcontract number, if applicable, and appropriate contract #
- Block 8: Use most recent address and street number for the Buying Activity.
- Ensure data is cumulative on an annual basis for the SSR for the life of the contract for the ISR



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# Upcoming WPI Events – Acquisition Hour Webinars

- March 7, 2017 – [Acquisition Hour –Update in the Hour Wage Labor Law](#) – Presented by US - DOL
- April 4, 2017 – [Acquisition Hour – Overview of the Federal Acquisition Regulations \(FAR\)](#) – Presented by WPI
- April 5, 2017 – [Acquisition Hour – Export Controls – ITAR and Associated Requirements](#) – Presented by WPI
- May 3, 2017 – [Acquisition Hour – Basics of Writing and Implementing a Federal Small Business Subcontracting Plan at Your Company](#) – Presented by WPI

# Other Upcoming WPI Events

- **SOCIETY OF AMERICAN MILITARY ENGINEERS (SAME) MIDWEST SMALL BUSINESS EXPO** – March 29&30 – Northbrook - IL
- **WHAT IT TAKES TO WIN – WRITING AN EFFECTIVE PROPOSAL** – April 6, 2017 – Milwaukee - WI
- **5th ANNUAL U.S. DEPARTMENT OF VETERANS AFFAIRS BUSINESS CONFERENCE** – May 10, 2017 – Brown Deer - WI

# Federal Acquisition Regulations (FAR)

- A series of webinars on Wednesdays from 6.00pm to 7.00pm.
  - This introductory session of the FAR REVIEW series is geared towards those interested in becoming CFCM certified. Sessions of this FAR REVIEW series will cover all parts of the FAR and will be beneficial to current Federal contractors and subcontractors even if not intending to participate in the NCMA certification exam.
- Schedule listed below:
  - <https://www.wispro.org/wp-content/uploads/2017/02/FAR-Training-Webinar-Schedule.pdf>



# QUESTIONS?

# Continuing Professional Education



CPE Certificate available, please contact:

**Benjamin Blanc**

[benjaminb@wispro.org](mailto:benjaminb@wispro.org)



# SURVEY



# Today's Presentation was done by

## Kim Garber

### Wisconsin Procurement Institute

For additional assistance, please contact Kim at  
608-444-0047

[kimg@wispro.org](mailto:kimg@wispro.org)

# For Assistance or Additional Information contact

Wisconsin Procurement Institute (WPI)  
Benjamin Blanc

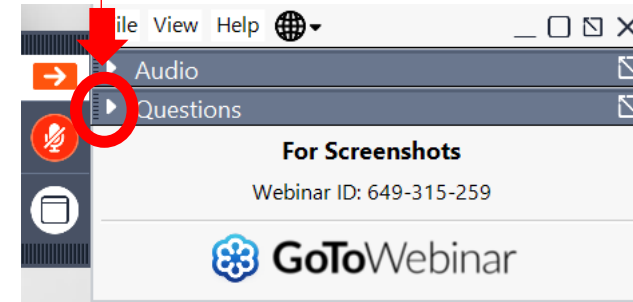
10437 Innovation Drive, Suite 320  
Milwaukee, WI 53226  
414-270-3600 or  
[benjaminb@wispro.org](mailto:benjaminb@wispro.org)

# QUESTIONS?



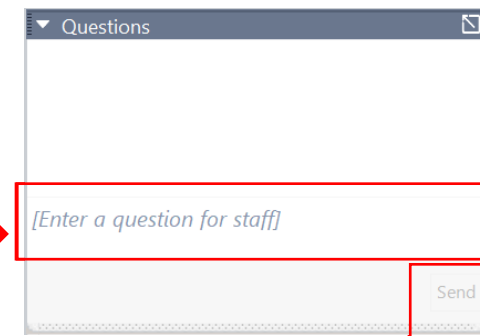
## OPENING THE QUESTIONS BOX

Click here to access  
within the Control Panel



## USING THE QUESTIONS BOX

Type questions  
here at any time  
during a  
presentation



Click Send when ready to submit a question

# UPCOMING TRAINING - EVENTS

# ACQUISITION HOUR LIVE WEBINAR SERIES

- March 8  
**ESRS Individual Subcontractor Reporting (ISR) Basics**
- April 5  
**Overview of Contractor Performance Assessment Reporting System (CPARS)**
- April 19  
**No-Cost Federal Market Research Tools: SAM.gov, DSBS, and USA Spending**
- May 9  
**The Procurement Integrated Enterprise Environment (PIEE) – Wide Area Workflow (WAWF)**
- June 6  
**Government Furnished Property**

**...More information and registrations at [wispro.org/events](https://wispro.org/events)**

March 8, 2023



# DOD Supply Chain: Cyber Workshop

Wisconsin manufacturers are facing a significant challenge in meeting cyber and security compliance requirements that are being included in their Defense, Federal and commercial contracts and subcontracts.

Join us at one of the following in person sessions to learn from a veteran of the IT Industry as he provides insights and guidance on what manufacturers can do to improve their security position in a rapidly shifting digital landscape while positioning themselves to meet both existing and upcoming supply chain requirement (such as NIST SP 800-171, CMMC, ITAR).

**All session are scheduled for 10 am - Noon**

## March 9

Envision Greater Fond Du Lac  
23 S Main St Ste 101  
Fond du Lac, WI 54935

## March 15

Progress Lakeshore  
202 N 8th St Ste 101  
Manitowoc, WI 54220

## March 21

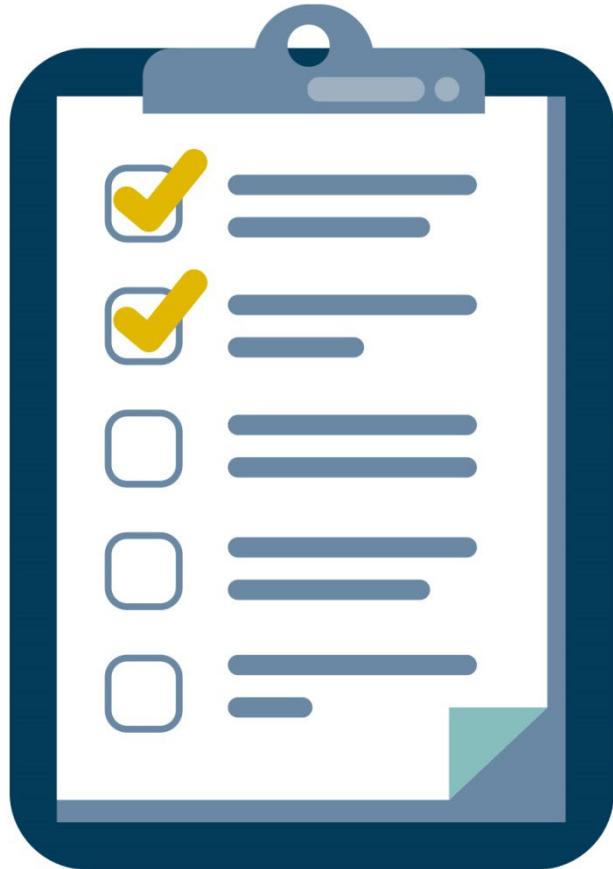
Greater Oshkosh EDC  
100 N Main St Ste 104  
Oshkosh, WI 54901

**[wispro.org/events](https://wispro.org/events)**

March 8, 2023



# SURVEY



# CONTINUING PROFESSIONAL EDUCATION



This webinar is eligible for 1 CPE credit.  
For a certificate of this credit please contact:

**Caroline Boettcher**

[carolineb@wispro.org](mailto:carolineb@wispro.org)

# PRESENTED BY

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